

# [Duties of Production Facility Quality Representative Standard]

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[Core]

## 1 General Provisions

### 1.1 Purpose

The purpose of this standard is to ensure appropriate and smooth implementation of activities of the quality representative, who supervises the facility's quality management activities, by clarifying its duties

### 1.2 Scope

This standard applies to the quality representative of the facility manufacturing products (includes parts; the same applies hereinafter).

### 1.3 Definition of Terms

Definition of terms used in this standard are as follows:

No.	Term	Definition
1	Quality Representative	A person who holds authority and responsibility as the top quality executive of the production facility.
2	Report	To convey decisions, implementation status, obtained information by means of documents, verbal communication, etc.
3	Confirmation	The act by an authorized person to agree or accept upon assessing whether the decision has been made as the rule, whether it has been implemented or decided as instructed with the necessary instructions, when receives notification of decisions or implementations made by another.
4	Approval	The act of making decisions, providing instructions or permissions as one' account by taking into consideration of the circumstances and facts.
5	Completion Inspection	An inspection to make judgments on whether or not the completed products are ready for shipping by verifying that the products conform to their respective inspection criteria through 100% or sampling inspection.

## 2 Responsibility and Authority

### 2.1 Responsibility

The quality representative of the facility is responsible for quality assurance of all products, parts and equipment shipped by the facility.

The quality representative is also responsible for taking appropriate measures to maintain stable quality at all times.

### 2.2 Authority

2.2.1 The quality representative has the authority to manage the facility for quality assurance of products being shipped by the facility and to ensure the quality assurance is implemented.

2.2.2 The quality representative is responsible for duties described in Attachment-1 "Key Duties of Quality Representative."

### 2.3 Delegation of Authority

2.3.1 If necessary, the quality representative may assign some assistants in order to perform his/her roles and responsibilities.

2.3.2 The quality representative may delegate his/her authority to the selected assistant(s).

2.3.3 The quality representative clarifies the duties to be delegated and holds supervising responsibility, when delegating his/her authority to the assistant(s).

2.3.4 The assistant(s) delegated the authority by the quality representative reports the conducting progress of the delegated duties in a timely manner.

## 3 Supplementary Provision

### 3.1 Application of the Standard

Matters relating to establishment, revision and implementation of this standard are outlined in G-HQS [Quality Management Standards Control Standard].

Attachment-1 (related to section 2.2)

## Key Duties of Quality Representative

Category	Item		Duty	Responsibility			Control Section (report /implement /request, etc.)	Report to
				Approval	Confirmation	Report		
1. Quality Assurance	(1) Production preparation	Production setup (event, product quality, shipping assessment)	Quality assessment	○	—	—	Responsible sections	—
	(2) Product specifications	Change (those relating to regulations are required to be changed)	Application contents	—	○	—	Quality control section	—
			Application results	—	○	—		
		<u>Pre-mass production specification notice, limited-time mass production specification notice</u>	<u>Notification issuance</u>	○	—	—	<u>Quality control section</u>	—
	(3) Quality Audit	Internal Quality Audit	Plan	○	—	—	Lead audit section	—
			Implementation results	○	—	—		
			Countermeasure details	○	—	—	Responsible sections	—
		Supplier's Quality Audit	Annual plan	—	○	—	Procurement section	—
			Individual plan	○	—	—	Lead audit section	—
			Implementation results	○	—	—		
			Details	○	—	—		
		Occasional Audit	Plan	○	—	—	In-house /supplier's implementing section	—
			Implementation results	○	—	—		
			Audit history	○	—	—		
	(4) Quality management system (improvement measures, continuous improvement, etc.)		Implementation status	—	—	○	—	Facility head
	(5) Management of completion inspection equipment		Introduction	○	—	—	Equipment management section	—
			Inspection plan	○	—	—		
			Inspection history	—	○	—		
	(6) Control of completion inspection inspector		Education plan	—	○	—	Completion inspection section	—
			Education history	—	○	—		

	(7) Control of internal quality auditor	Training plan	○	—	—	Audit lead section	———
	(8) Control of legal information, etc.	Information details	—	○	—	Certification and Regulation Compliance Section	———
		Application	—	○	—	Applicable sections	———

Category	Item		Duty	Responsibility			Control Section (report /implement /request, etc.)	Report to
				Approval	Confirmation	Report		
2. Completion Inspection	(9) Control of inspection standards	Inspection standards	Completed vehicle (power equipment)	○	—	—	Quality control section	— — — —
			Parts, engine	○	—	—		
	(10) Control of In-house Quality Information	Severity level: A	Priority judgment	—	○	—	Quality section	— — — —
			Countermeasure promotion	○	—	—		
		Severity level: A, B or C	Shipping suspension, etc.	○	—	—	— — — —	<ul style="list-style-type: none"> <li>Regional Quality Committee</li> <li>Global Quality Committee</li> </ul>
			Handling quality issues that <u>potentially require</u> market treatment	—	—	○		
	(11) Market Quality Information Control	If investigation and analysis are performed by the facility	Countermeasure promotion	○	—	—	Applicable sections	— — — —
			Countermeasure promotion status	—	○	—	Applicable sections	— — — —
		Severity level: A, B, or C	Shipping suspension etc.	○	—	—	Quality control section	— — — —
			Handling quality issues that <u>potentially require</u> market treatment	—	—	○	— — — —	<ul style="list-style-type: none"> <li>Regional Quality Committee</li> <li>Global Quality Committee</li> </ul>
		Other than above	Severity level: A, B, or C	Shipping suspension, etc.	○	—	<u>investigation, analysis, promotion section</u> (*1)	— — — —
	(12) Stamping Control	Stamping	Stamping instruction	○	—	—	Production control section	— — — —
			Stamping results	—	○	—		
			Stamping failure (typo, blur, unbalanced letter, etc.)	—	○	—	Section in charge of stamping	— — — —

Category	Item		Duty	Responsibility			Control Section (report /implement /request, etc.)	Report to
				Approval	Confirmation	Report		
3. In Relation to Report to Authorities	(13) Type Certification	Application documents (including approval of change)	Plan	—	○	—	Certification and regulation compliance section	----
			Related to quality assurance	○	—	—	Quality control section	----
			Other than above	—	○	—	Certification and regulation compliance section	----
	(14) Report Report on recall, etc.		—	—	○	----	Competent authority	
4. Others	(15) Quality audit by government authorities (including audits of ISO, etc.)		Audit plan	○	—	—	Quality control sections	----
			Receive audit	○	—	—	Applicable sections	----
			Audit results	○	—	—		
			Countermeasure details	○	—	—		
	(16) Control of delegated duties (related to section 2.3)			—	○	—	----	----

\*1: Investigation, analysis promotion section includes the Motorcycle Quality Assurance Division, Global Quality Service Division and Power Product Quality Assurance Division of Honda Motor, Co., Ltd.

[Japan Option]

## 1 General Provisions

### 1.1 Purpose

The purpose of this standard is to clarify the duties of the quality representative in order to produce motor vehicles complying with the requirements of Japan's Road Vehicles Act.

### 1.2 Definitions of Terms

Definitions of terms used in this standard are as follows:

No.	Term	Definition
1	Chief Inspecting Engineer	A person assigned as quality representative of the facility, implementing completion inspections of type-designated motor vehicles.
2	Type designated motor vehicle	Any motor vehicles which the type is designated by the minister of land, infrastructure and transport. Based on the Road Vehicles Act in Japan, it has been judged as to conform to Safety Regulations for Road Vehicles and to have uniformity.  <Example> Ordinary-sized motor vehicle, small-sized motor vehicle, mini-sized motor vehicle (excluding two-wheeled motor vehicle with displacement 250cc and under), etc.
3	Type-certified motor Vehicle	Motor vehicle (includes motor bicycle; the same applies for "Type certified motor vehicle"), applied based on Enforcement Regulations for Road Vehicles Act (Ministry of Transport Ordinance No. 74 of 1951), that conforms to Safety Regulations for Road Vehicles, determined to be uniform, and of which its type has been certified by the Minister of Land, Infrastructure, Transport and Tourism.  <Example> Mini-sized motor vehicle (two-wheeled motor vehicle), motor bicycle, small-sized special motor vehicle.
4	Completion Inspection	Inspection to judge whether completed products are ready for shipping by verifying product conformity with inspection criteria through 100% or sampling inspections.  The following have been specifically added for type-designated motor vehicles.  (1) Those that has the same structure, device and performance as the approved type motor vehicle.  (2) Those that conforms to safety and environmental laws and regulations of Japan and are in uniform quality.  (3) Vehicle Identification Number, engine type, etc. are clearly and legibly stamped.

## 2 Responsibility and Authority

### 2.1 Responsibility

The Chief Inspecting Engineer of the facility manages and supervises duties associated with the Road Vehicles Act in the facility in order to ensure thorough implementation of the duties.

## 2.2 Authority

2.2.1 Chief Inspecting Engineer manages and represents the facility on the following:

- (1) Duties related to Completion Inspection
- (2) Duties related to notifying authorities
- (3) Duties related to Completion Inspection Certificate stipulated in Article 75 of the Road Vehicles Act and Exhaust Gas Inspection Certificate stipulated in Article 63 of the Enforcement Regulations for the said Act.

2.2.2 The Chief Inspecting Engineer is responsible for duties described in Attachment-2 "Duties of Chief Inspecting Engineer".



Attachment-2 (related to section 2.2)

## Key Duties of Chief Inspecting Engineer

Category	Item	Duty	Responsibility			Control Section (report /implement /request, etc.)	Report to
			Approval	Confirmation	Report		
1. Notification to government authority	(1) Notification	Stamping Notification Form (report of marking structure).	○	—	—	Quality control section	—
		Form of seal registration, etc.	—	○	—	Certification and regulation compliance section	—
		Request production discontinuation.	○	—	—	Quality control section	—
	(2) Regular Report	Stamping performance report.	○	—	—	Completion inspection section	—
		Exhaust emission test result report.	○	—	—		
		Testing procedure for exhaust —emission related function.	—	○	—		
		Recall implementation status report.	—	○	—	Quality control section	—
		Construction and device change report.	○	—	—	Certification and regulation compliance section	—
	(3) Control of Completion Inspection Certificates	Instruction on issuance and/or discontinuation.	○	—	—	Quality control section	—
		Certification issue results.	—	○	—	Completion inspection section	—
		Handling of abnormalities.	○	—	—		
		Suspension of issue.	○	—	—		

## Establishment and Revision

Dates of Establishment, Revision or Enactment (MM/DD/YYYY)			Description (MM/DD/YYYY)	Approved by:
0	Estab. Enact.	03/19/2010 04/01/2010	First issue. This document becomes effective as of 04/01/2010.	Y.Otobe (Signed on original)
1	Rev. Enact.	12/08/2011 01/01/2012	Enacted upon clarifying the quality representative' s operations regarding specification change.	T. Sonoda (Signed on original)
2	Rev. Enact.	06/04/2012 06/04/2012	Enacted upon making partial revisions due to organization change of Honda Motor Co., Ltd. as of 04/01/2012.	T. Sonoda (Signed on original)
3	Rev. Enact.	12/01/2012 12/01/2012	Revised to correct wording.	T. Sonoda (Signed on original)
4	Rev. Enact.	03/01/2013 04/01/2013	Enacted upon clarifying the operations of quality representative in respect to prior mass production specification notice and limited time fixed mass production specification notice	T. Sonoda (Signed on original)
5	Rev. Enact.	09/13/2013 10/01/2013	Enacted upon making partial revisions due to organization change of Honda Motor Co., Ltd. as of 04/01/2013.	T. Sonoda (Signed on original)